

## INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

<b>Announcement Number:</b>	<b>2006-133</b>	<b>Opening Date:</b>	<b>September 5, 2006</b>	<b>Closing Date:</b>	<b>September 26, 2006</b>
<b>Position/Position Number:</b>	<b>Cook/Driver, WG-7404-6, PD #5808A</b>		<b>Organizational Location:</b>	<b>Nutrition and Food Service Duty Station: TEMPLE ICF</b>	
<b>Salary Range:</b>	<b>WG-6: \$13.86 - \$16.17 Per Hour</b>		<b>Area of Consideration:</b>	<b>CURRENT PERMANENT EMPLOYEES OF CTVHCS</b>	

### Duties and Responsibilities:

Hours of Duty: 6 a.m. - 2:30 p.m.; OR 11 a.m. - 7:30 p.m.; OR 8 a.m. to 4:30; OR 9:30 a.m. to 6 p.m. Incumbent operates one or more gasoline or diesel-powered motor vehicles equipped with hydraulic tailgates for the pick up and delivery of food, supplies, and equipment. Performs driving assignments on the grounds of all ICFs and over federal, state, and county roads and city streets in all traffic and weather conditions. Loads and unloads food, supplies, and equipment and ensures that cargo is properly distributed and ensures that cargo is properly secured in the truck to prevent damage or loss while in transit. Ensures that quantities loaded are in accordance with requirements in order to prevent delays in meal service and eliminate the need for additional trips. Responsible for maintaining vehicle, i.e., gasoline or diesel fuel, oil, cleanliness, etc., and reports malfunctions or discrepancies to responsible staff. Observes sanitation and safety policies and procedures in transporting food supplies to ensure their integrity is not compromised. Roasts, broils, grills, bakes, fries, boils, steams, and stews meats, fish, and poultry. Measures and weighs portions and ingredients according to standardized recipes or diets. Operates specialized equipment to cook food in large quantities and to rapidly chill and store the prepared items under refrigeration for extended periods of time. Portions foods for distribution. Slices meat items by hand or machine. Maintains proper temperatures for all foods during holding, transport, reheating, and serving. Provides relief coverage for other positions within Nutrition and Food Service. Performs all cleaning duties required to maintain assigned work area in an orderly and sanitary condition. Physical Effort: Must be able to reach, bend, turn, and move hands, arms, feet, and legs in order to operate hand and foot controls of motor vehicles. Frequently handles objects weighing up to 40 pounds and occasionally handles heavier objects while loading and unloading supplies and equipment. Work requires standing for long periods and considerable walking, bending, and reaching. Working Conditions: Work is performed in a kitchen and involves the potential hazard of cuts, slipping on wet floors, operation of electrical and steam equipment, and exposure to temperature extremes. When assigned as a driver, work is performed outside, and vehicles are operated in all types of traffic and weather. Drivers are exposed to dirt and fumes and to the possibility of cuts, bruises, or broken bones as a result of accidents while driving or from falling objects when loading or unloading the vehicle.

### Qualification Requirements:

QUALIFICATION REQUIREMENTS: Qualifications are derived from Office of Personnel Management (OPM) Handbook X-1 18 or X-1 I BC, available in Human Resources Management Service (HRMS). Applicants must have sufficient training and experience to be trusted to perform duties on own initiative under general supervision.

APPLICANT MUST POSSESS A VALID COMMERCIAL DRIVER'S LICENSE (CLASS B) AND MUST PRESENT EVIDENCE OF THIS LICENSE TO HRMS WITHIN SEVEN CALENDAR DAYS AFTER THE CLOSING DATE OF ANNOUNCEMENT. MUST COMPLETE AND SUBMIT CSC FORM 665 (ABILITY TO DRIVE SAFELY) WITHIN SEVEN CALENDAR DAYS AFTER CLOSING DATE

### Rating and Ranking:

RATING AND RANKING: Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:  
Element 1: Ability to do quantity cooking and serving without more than normal supervision (screen-out element).  
Elements 25A and 75C: Knowledge related to operation of appropriate vehicles (loading techniques, movement of cargo, preparation of reports and documents.)  
Element 81: Ability to use and maintain quantity cooking and serving tools, utensils, and equipment. Element 82A: Knowledge of cooking materials and ingredients.  
Element 86A: Record of safe driving.

### How to apply:

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.central-texas.med.va.gov/HRMS/forms.htm>. **VA FORM 5-4078 MUST BE RECEIVED IN HRMS, TEMPLE, BY 4:00 P.M. ON CLOSING DATE OF ANNOUNCEMENT. VA FORMS 5-4676A AND 5-4667B MUST BE RECEIVED WITH SEVEN (7) CALENDAR DAYS AFTER THE CLOSING DATE OF ANNOUNCEMENT. It is your responsibility to assure that your Official Personnel Folder (OPF) is current and shows all work experience and credentials prior to the closing date of the announcement.** Refer all questions to Robert Rodriguez, Jr., Human Resource Specialist, extension 42873.

**NOTE:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting accommodation will be on a case-to-case basis.

JOB OFFERS ARE CONTINGENT ON PASSING A PHYSICAL (IF REQUIRED), SATISFACTORY COMPLETION AND RESULTS OF THE FOLLOWING: THE HEALTHCARE INTEGRITY AND PROTECTION DATA BANK (HIPDB), EXCLUSIONARY INDIVIDUALS/ENTITIES (LEIE), AS WELL AS BACKGROUND AND FINGERPRINT INVESTIGATIONS.

THIS IS A **BARGAINING** UNIT POSITION.

CTVHCS IS A SMOKE-FREE ENVIRONMENT.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.